

(1) - ACADEMY APPLICANT'S INSTRUCTIONS AND CHECKLIST

(TO BE RETAINED BY APPLICANT)

Please take a moment and read the instructions below. **DETACH** this sheet from the application form and **KEEP IT** as a check-off list to ensure you have completed all requirements.

- _____ 1. READ THE APPLICATION FORM CAREFULLY. COMPLETE ALL BLANKS AND RETURN TO ME AS SOON AS POSSIBLE, AND NO LATER THAN NOVEMBER 21, 2003.
- _____ 2. HAVE YOUR HIGH SCHOOL GUIDANCE COUNSELOR SEND ME AN UP-TO-DATE TRANSCRIPT OF YOUR GRADES (BASED ON AT LEAST SIX SEMESTERS), AS WELL AS YOUR ACTUAL OR APPROXIMATE CLASS RANK. DEADLINE: NOVEMBER 21, 2003.
- _____ 3. APPLICANTS ARE REQUIRED TO TAKE THE COLLEGE BOARD SAT/ACT EXAMS. DATE, FEES, ETC., CAN BE OBTAINED FROM YOUR GUIDANCE COUNSELOR. MAKE ARRANGEMENTS NOW TO TAKE THE EXAM AS SOON AS POSSIBLE, AND BE SURE TO DESIGNATE ME TO RECEIVE A COPY OF YOUR SCORES WHEN YOU REPORT FOR THE EXAM. WE ACCEPT THE HIGHEST SCORES MADE, SO RE-TAKES CAN BE TO YOUR ADVANTAGE. NEW SCORES CAN BE ACCEPTED UNTIL NOVEMBER 21, 2003.
- _____ 4. A MEDICAL EXAM IS REQUIRED AND WILL BE GIVEN AT NO COST TO YOU. THE ACADEMY WILL SCHEDULE THIS EXAM AT THE APPROPRIATE TIME DURING APPLICATION PROCESS.
- _____ 5. ACADEMY PREFERENCES: APPLICANTS WILL BE CONSIDERED ON THE BASIS OF THEIR FIRST CHOICE OF ACADEMIES INDICATED ON THEIR APPLICATION FORM. SHOULD THEY NOT RECEIVE AN APPOINTMENT ON THE FIRST CHOICE, CONSIDERATION WILL THEN BE GIVEN ON THE BASIS OF THEIR SECOND CHOICE.
- _____ 6. DATES TO REMEMBER -- PLEASE MARK YOUR CALENDAR ACCORDINGLY:

NOVEMBER 21, 2003 -- DEADLINE DATE for receipt of application form and any changes in academy preferences.

PENDING -- PRELIMINARY REVIEW DATE: Each applicant's file will be reviewed and all of the above mentioned requirements must be completed and in the applicant's file.

IN THE INTEREST OF BEING FAIR TO ALL OF MY APPLICANTS, EVERY APPLICANT MUST COMPLETE THE REQUIREMENTS LISTED ABOVE.

ALL MATERIAL TO BE INCLUDED IN APPLICATION FILES SHOULD BE MAILED DIRECTLY TO:

**The Honorable Jo Ann Emerson
339 Broadway, Room 246
Cape Girardeau, Missouri 63701**